



September 28, 2020

Terri Decur, Clerk
City of Kewaunee
401 Fifth Street
Kewaunee, WI. 54216
admin@cityofkewaunee.org

VIA EMAIL

Re: City of Kewaunee Jurisdiction Request for Commercial Building Inspections

Dear Terri Decur,

I am pleased to inform you that your municipality has been delegated commercial building code enforcement authority per your request. Per Wis. Stat. § 101.12(3)(g), I delegate your municipality the primary responsibility to do inspections of additions (totaling not more than 200,000 cubic feet) and alterations (affecting not more than 200,000 cubic feet), in lieu of the Department. This delegation does not include fire sprinkler or fire alarm delegation, which you may have requested as a separate delegation.

An exception to this delegation is that our agency retains jurisdiction for inspection of all state-owned buildings.

As a condition of the delegation, you are required to comply with the following:

- Provide the Department with a copy of any revisions to the ordinance adopting this code.
- Notify the department, in writing, immediately of any personnel changes to inspection staff.
- Notify the Department, in writing, at least 30 days prior to the date upon which the appointed agent intends to relinquish the responsibilities assumed under this section.

The Department will periodically monitor municipalities and request activity reports to ensure that the delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification and attend agency-approved continuing education to maintain their certification.

In accordance with 2017 Wisconsin Act 198, the Department will be implementing a five-year electronic renewal process. Please continue to monitor department correspondence as further details regarding this process are communicated.

If your municipality decides to relinquish jurisdiction, please follow the provisions of Wis. Admin. Code § SPS 361.60(2)(b)4 by providing the Department with a 30-day notice prior to the day upon which your municipality intends to relinquish jurisdiction.

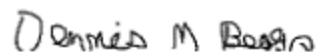
I understand that you contract primary enforcement for your municipality with Scott Beining, and that he has the proper certification to do so. Please note that Robbie Davister does not have the Commercial Building Inspector credential and per [Wis. Admin. Code § SPS 361.60\(2\)\(b\)1](#), will not be allowed to perform inspections.

For your convenience, I am providing a link to the Department's Delegated Agent Welcome Packet. This packet contains links to the Wisconsin Administrative Code, plan review application, submission and inspection checklists, sample letters, petition for variance application, and a list of FAQs that may be helpful in your new delegated agent role. <https://dsps.wi.gov/Documents/Programs/CommercialBuildings/WelcomePacket2020.pdf>

Our commercial building inspector for your area, Brian Noe, at (920) 420-4796, will be contacting your primary code official in the near future to discuss transitional and coordination items.

The Division of Industry Services looks forward to working with you.

Sincerely,

A handwritten signature in dark ink, appearing to read "Dennis M. Beggs". The signature is written in a cursive, slightly slanted style.

Dennis Beggs, Section Chief, Field Operations

cc: Garry Krause, Bureau Director, Technical Services Bureau
Brian Noe, Commercial Building Inspector, Technical Services Bureau
Robbie Davister, City of Kewaunee
Scott Beining, City of Kewaunee